

TITLE: Accountant
PG: J
DEPARTMENT: Finance
STATUS: Non-Exempt
REPORTS TO: Assistant Finance Director
REVISION DATE: October 2015

PURPOSE OF POSITION:

The purpose of this position is to performing routine accounting and other financial work adhering to proper business practices and procedures of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs general accounting functions by preparing routine journal entries to record all necessary transactions in the City's general ledger system including recurring and one-time transactions.
2. Prepares banking transactions such as ACH deposits; verify all transactions with bank involving payments, investments or deposit records and correctly record such data in the City's financial system. Responsible for reconciling monthly bank statements for all accounts and researching and correcting discrepancies between the general ledger and the bank balances.
3. Assists with City investment activity by recording all investment activity in tracking system or spreadsheets, providing cash flow analyses, and researching investment options for the Director.
4. Balances payroll, prepares A/P edit for checks, updates G/L, and prepares journal entry for deductions.
5. Assists in annual year-end closing procedures as assigned. Assists with external audit by preparing assigned schedules and compiling supporting documentation.
6. Assists in the preparation of annual City Budget by researching budgeting areas, analyzing assigned revenues, entering budget data, and working with budget data from other departments; revising narrative budget pages and performance measures; updating equipment replacement data; updating capital projects; and compiling draft and final budget documents.
7. Assists with maintaining accurate fixed assets records and tracking depreciation in financial system.
8. Provides back-up coverage for accounts payable; cash receipting; accounts receivable including ambulance billing; and licenses and permits.
9. Processes insurance claims including reporting, estimates and billing initiation and follow-up.
10. Compiles department performance measures when needed.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or closely related. CPA preferred. Minimum of two (2) years responsible financial accounting experience. Work experience must include computerized financial systems and use of Microsoft Office Suite. Governmental accounting and/or audit experience preferred.

Must be bondable. Offer of employment is contingent upon successfully passing criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently on assigned tasks and keep supervisor informed on a timely basis of the status of work.
- Understanding of databases and basic cash balancing and accounting practices.

- Must possess excellent customer service skills.
- Must have intermediate knowledge of Word, Excel, and other software assigned by the City.
- Ability to make decisions to accomplish specific tasks and operations within the scope of the position.
- Knowledge of current accounting principles and procedures.
- Ability to add, subtract, multiply, divide, and calculate percentages, fractions, and decimals
- Ability to make complex arithmetical computations accurately and rapidly.
- Knowledge of modern office practices and procedures and the ability to implement the, including the operation of the copy machine, calculator, fax machine, computer, telephone system and voice mail system rapidly and accurately.
- Knowledge of modern municipal purchasing, risk management, routine accounting principles and guidelines, and audit procedures.
- Knowledge of various aspects of public budgeting, finance, employment, compensation and tax laws as they relate to payroll processing and budgeting, and data processing functions and applications.
- Thorough knowledge of general laws and administrative policies governing municipal financing practices and procedures.
- Comprehensive knowledge of the principles and practices of accounting and budgeting in government.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.
- Ability to prepare informative financial reports.
- Ability to formulate long-range fiscal planning.
- Ability to make complex arithmetical computations accurately and rapidly.
- Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.
- Ability to establish and maintain effective working relationships with other department heads and governmental officials.
- Ability to type neatly and accurately from clean copy, utilizing information management systems.
- Attention to detail; ability to prepare accurate and concise financial reports and other work product.
- Knowledge of Business English composition and grammar/spelling.
- Ability to meet and deal with the public effectively, professionally and politely, and with discretion.
- Ability to effectively communicate with and establish and maintain an effective working relationship with department staff and other personnel.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of the open record laws.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.